

Instructions for the Application for Matching Funds Allowance and Application for a Degree Completion Grant

Period of Application: January 21 to February 15, 2013

Within this period applications can be handed in Mondays, 09.00am – 5pm to Mrs. Schwab and from 5pm to 7pm to Mr. Parizov at the Humboldt-Haus (Pontstraße 41, 1.Etage). Tue – Fri 09.30am – 12.30pm, Wed 09.30am – 4pm at the Info-Service Center (ISC), Super C, Room 329. (Hand in personally!)

Since the funds are limited, a commission will select the students eligible for the grant. You will be informed about the decision by letter to your address given in the application.

Please be aware that the commission will only consider applications that have been filled in thoroughly and completely, duly signed and accompanied by a complete set of the attachments required.

Who can get an allowance and what are the conditions?

Only international students at RWTH Aachen University enrolled in a course of studies such as *Diplom*, *Magister Artium*, *Staatsexamen*, *Bachelor* and *Master*, and who are not receiving a stipend and facing an intense period of exams, may submit an application (**students enrolled in postgraduate studies cannot be taken into consideration**).

Studies must be performed with such success that the completion of the course of studies can be expected within the nominal duration.

Allowances are granted to students who are obliged to finance their studies at RWTH Aachen University by working at least part-time, since their families are not in a situation to give sufficient financial support during the time of studies. The allowance is intended to give relief to these students during the period of exams.

How to proceed when applying:

- 1. Please, order an overview of grades** from the Central Examination Office as proof for completed examinations. Alternatively prints from Campus Office will serve as proofs. If not listed in the overview, please present in addition all proficiency certificates (*Leistungsnachweise*), attendance certificates (*Scheine* and *Übungskarte*) or study record (*Studienbuch*) where applicable. In some courses (e.g. Medicine, Chemistry) overviews/ certificates are not issued by the Central Examination Office but within the faculty.
- 2. Contact your academic advisor.** Submit the overview of grades, proficiency certificates etc. to your academic advisor, who will then be able to fill in the „Certificate on study results“, which is part of the application form. A If you d not know who your academic advisor is, you can get this information on the following webpage: <http://www.rwth-aachen.de/go/id/hld/>.
- 3. Show how you have financed your studies in the past six months:**
Please, indicate in the application in detail how you have financed your studies in the past six months: earned income, financial contributions from family members, received allowances/ scholarships, contributions such as housing allowance, children's allowance, etc. **If you are married, you must explain the financial situation of your spouse/family as well.** In addition, you have to specify your monthly expenses.
- 4. Bank balances/ savings:** If you have more than one checking account and/or savings accounts please give information on any of them.

5. Have the following documents attached as proof (copies):

- passport (photo and personal data/ valid residence permit)
- overview of grades/ certificates (since the beginning of studies at RWTH)
- proof of exams registered
- proof of registration of thesis
- lease contract
- bank account statements of the past 3 months
- savings account statements of the past 3 months
- proof of any kind of income during the past 6 months
- contract of (temporary) employment
- if you have any debts: unpaid bills, overdue notices
- if you are married: proof of financial situation of your spouse (checking account and savings account statements of past 3 months, income of past 6 months)